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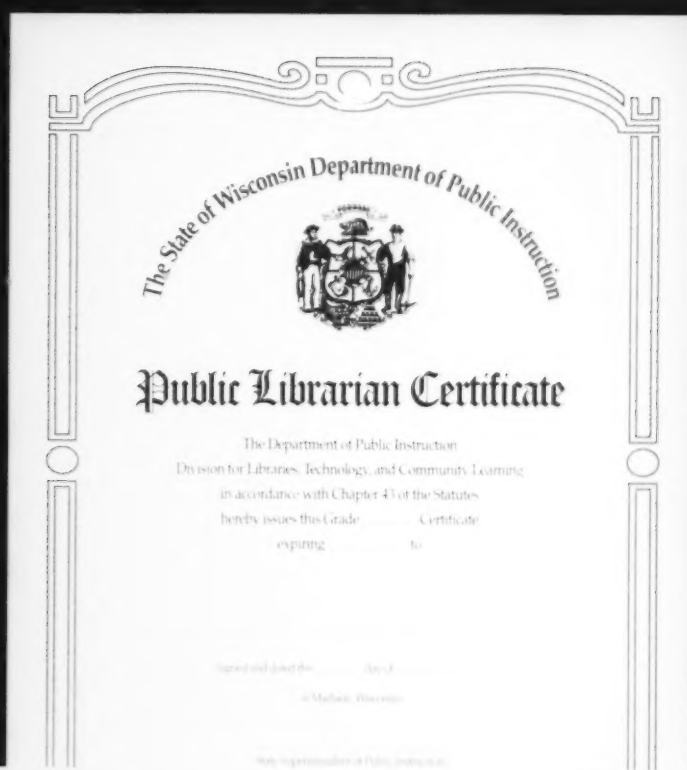
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ABSTRACT

This manual is intended to serve as a guide for public library directors and boards of trustees in meeting the requirements of Wisconsin's public librarian certification law which requires certification for administrators of public library systems, county libraries, county library services, and municipal public libraries. The manual contains the following sections: (1) Who Should Apply for Certification and When; (2) How to Apply for Certification; (3) Types of Certification Available, i.e., regular, temporary, and provisional certification; (4) Educational Equivalencies; (5) Certification Renewal, including renewal requirements, the renewal process, and continuing education activities for recertification; (6) Certification and Compliance with System Membership Requirements; and (7) Certification Appeals. Appendices include: a section of the Wisconsin Administrative Code on public libraries; historical highlights of Wisconsin public librarian certification; library board responsibilities and certification; the public librarian certification application form; the continuing education activity report form; the annual summation of continuing education activities form; and the preapproval for self-directed continuing education activity form. (MES)

Certification Manual

for Wisconsin Public Library Directors



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Certification Manual

for

Wisconsin Public Library Directors



Wisconsin Department of Public Instruction
Madison, Wisconsin

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Foreword

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921 when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs and services.

Wisconsin's public librarian certification law reflects a continuing interest in ensuring that qualified personnel direct Wisconsin's public libraries. The law requires a broad educational background, as well as coursework designed to focus on the issues and concerns relevant in a public library setting. The law also recognizes the need for public librarians to increase their skills and knowledge and be prepared for the challenges and responsibilities of library service in this information age by mandating continuing education.

A Public Librarian Certification Committee reviewed and made recommendations on the administrative code rules relating to public librarian certification and this manual. The willingness of committee members to apply their knowledge of certification issues and concerns to this review process was greatly appreciated. The committee was assisted in its work by staff of the Division for Libraries, Technology, and Community Learning. The Council on Library and Network Development also reviewed the public librarian certification rules and provided advice.

John T. Benson
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Introduction

This manual is intended to serve as a guide for public library directors and boards of trustees in meeting the requirements of Wisconsin's public librarian certification law. The guidelines and procedures outlined in the manual are effective as of the date of the corresponding changes in the *Wisconsin Administrative Code*, that is, June 1, 2000.

Summary of changes effective June 1, 2000. The changes to the certification rules and guidelines effective June 1, 2000, were modest and represented technical adjustments to improve certification, both administratively and for participants. The changes included the following:

- Participation in continuing education is measured by contact hours rather than Continuing Education Points (CEPs). Those applying for recertification no longer have to convert contact hours to CEPs.
- The required number of contact hours for continuing education is the same (100 hours) for all grade levels. Contact hours for grades I and II are reduced from 150 hours to 100 hours, and contact hours for grade III remain the same.
- Provisional certificates may be granted for five years rather than one year. Provisional certificates formerly had to be renewed annually.
- Applicants who have not completed all of the library course requirements will be issued temporary certificates rather than provisional certificates.
- Temporary certificates will be available for a length of time depending on the grade level and the courses to be completed.
- Library directors in communities with a population increase in the 2000 decennial census will receive an upgraded provisional certificate if the grade level population limits are exceeded.
- Library directors eligible for temporary certification must apply for such certification within three months of employment rather than the former six months.
- One-year temporary certificates will be available for previously certified librarians whose certification has expired if they have not served as the administrator of a public library or public library system in Wisconsin for at least one year; after completing 20 contact hours of continuing education while holding temporary certification, such a person would be eligible for a regular five-year certificate.

Impact of June 1, 2000, changes on current certificates.

- Permanent certificates issued under certification rules in effect prior to May 1, 1979, continue to be valid.
- As of June 1, 2000, holders of regular certificates requiring renewal, at all grade levels, are required to accumulate 100 hours of continuing education prior to recertification.
- Provisional certificates issued prior to June 1, 2000, to the following applicants are renewable for a five-year period when the current annual certificates expire, provided the applicants have complied with the continuing education requirements in effect at the time they received provisional certification (30 contact hours for grade levels I and II and 20 hours for grade level III in the one-year period prior to recertification) and continue to work at the same library. After they receive five-year certificates, these certificate holders must comply with the requirements for certification renewal outlined in this manual.

- a. An applicant who is employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library is located.
- b. An applicant who was already employed as the administrator of the public library in which he or she is currently employed at the time the library became a member of a public library system or joint public library, or who was employed as the administrator for the public library in which she or he is currently employed for at least two years as of July 1, 1990.
- Applicants who were granted provisional certificates prior to June 1, 2000, to complete the necessary educational requirements for certification may be granted temporary certificates when the provisional certificates expire, provided the applicants are complying with their approved schedules for completing course work.

Who Should Apply for Certification and When

Administrators of public library systems, county libraries, county library services, and municipal public libraries, except Milwaukee Public Library, must hold certification as described in this manual. An "administrator" of a library or system is, according to administrative rules, the head librarian or other person appointed by the board of the library or system to direct and administer the library or system. Often the terms "library administrator," "library director," and "head librarian" are used interchangeably.

Directors of libraries and systems must be appropriately certified or eligible for certification upon employment, because having a properly certified library director is one of the statutory membership requirements for belonging to a public library system. The types of certification considered appropriate for new employment include regular certification and temporary certification as described in this manual. In order for a library to be in compliance with system membership requirements, directors eligible for regular certification must apply immediately upon employment if they are not already certified. Directors *must* apply within three months of employment to be eligible for temporary certification. Temporary certification will not be issued to directors after they have served three months in their position.

Certification is not required by law for library personnel other than directors. Assistant directors and others, such as department heads and reference librarians, are not considered library directors. Though it is not required, persons other than library directors may apply for any grade level and type of certification for which they are eligible. Voluntary certification will be in accordance with the principles and procedures that apply to required certification as set forth in the *Wisconsin Statutes* and the *Wisconsin Administrative Code*. Individuals considering applying for voluntary certification are encouraged to consult with the public library system continuing education validator for their area before submitting their application to the Division for Libraries, Technology, and Community Learning.

How to Apply for Certification

The Division for Libraries, Technology, and Community Learning is responsible for approving and issuing public librarian certificates. To obtain a *Public Librarian Certification Application* form, copy the application form from Appendix D of this manual, download the form from the World Wide Web at <http://www.dpi.state.wi.us/dltcl/pld/cert.html>, or contact us:

Public Librarian Certification
Division for Libraries, Technology, and Community Learning
PO Box 7841
Madison, WI 53707-7841
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Send the completed application form and the applicable fee and supporting documents to the above address.

Types of Certification Available

There are three types of certification currently available in Wisconsin: regular, temporary, and provisional. The following descriptions of the grade levels and educational requirements for public librarian certification are taken from the *Wisconsin Administrative Code*. See Appendix A for the complete text of the code. Permanent certificates issued under certification rules in effect prior to May 1, 1979, continue to be valid.

Regular Certification

A regular certificate is issued for a five-year period. It may be renewed upon evidence which satisfies the Division for Libraries, Technology, and Community Learning that the holder has participated in continuing education in librarianship which is directly related to the position held or will permit advancement in the profession. A certificate is valid through the last day of the month in which it expires.

The requirement for certification renewal is participation in 100 contact hours of continuing education. Relevant municipal, joint municipal, and county populations are those reported by the U.S. Department of Commerce, Bureau of the Census, in the most recent federal decennial census.

Grade I Certification. Administrators of municipal, joint, and county public libraries with a municipal, joint municipal, or county population of 6,000 or more, and administrators of public library systems, are required to hold grade I certificates.

The educational requirements for initial grade I certification are a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing and a master's degree from a library school program accredited by the American Library Association.

Individuals certified at grade I must participate in 100 contact hours of continuing education in the five-year period prior to recertification.

Grade II Certification. Administrators of municipal, joint, and county libraries with a municipal, joint municipal, or county population between 3,000 and 5,999 are required to hold at least grade II certificates.

The educational requirements for grade II certification are a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by three semester credits of coursework or the equivalent, approved by the division, in each of the following areas (for a total of 12 credits):

- public library administration
- selection of all types of library materials
- organization of library materials
- provision of reference and information services

Individuals certified at grade II must participate in 100 contact hours of continuing education in the five-year period prior to recertification.

Grade III Certification. Administrators of municipal, joint, and county libraries with a municipal, joint municipal or county population under 3,000 are required to hold at least grade III certificates.

The educational requirements for grade III certification are 54 semester credits, half of which must be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by the successful completion of a basic library management course for public librarians or a public library administration course approved by the Division for Libraries, Technology, and Community Learning. Courses in the liberal arts and sciences include the study of the behavioral and social sciences, fine arts, humanities, natural sciences, and mathematics.

Prior to initial recertification, individuals certified at grade level III must have earned three semester credits of coursework or the equivalent, approved by the division, in each of the following areas (for a total of nine credits):

- selection of all types of library materials
- organization of library materials
- provision of reference and information services

After these courses have been completed, individuals certified at grade III must participate in 100 contact hours of continuing education in the five-year period prior to recertification.

Summary of regular certification requirements:

Municipal Population	Regular Certification Requirements			
	Grade Level	General Education Requirements	Library Education Requirements	Continuing Education Requirements
6,000 or more	Grade I	Bachelor's Degree	Master's degree from American Library Association accredited program	100 hours in the five-year period prior to recertification
3,000 to 5,999	Grade II	Bachelor's Degree	Four Courses: • Public Library Administration • Selection of Materials • Organization of Materials • Reference and Information Services	100 hours in the five-year period prior to recertification
Fewer than 3,000	Grade III	54 semester credits, half of which shall be in the liberal arts and sciences	One Course: • Basic Library Management or Public Library Administration	By the end of the first five-year period prior to initial recertification—three courses: • Selection of Materials • Organization of Materials • Reference and Information Services Recertification after these courses have been taken: 100 hours in the five-year period prior to recertification

Temporary Certification

The Division for Libraries, Technology, and Community Learning may grant temporary certification at the appropriate grade level to enable the following applicants to complete the library education requirements. Temporary certificates are valid through the last day of the month in which they expire. Applicants must apply for temporary certification within **three months of employment as a library director** in order to be eligible for such certification. Temporary certificates **shall not be granted to allow applicants to complete the general education requirements** for the applicable grade level.

Temporary Grade I Certification. An applicant for grade I certification who has not completed a master's degree or the equivalent approved by the division. The applicant shall provide the division a written schedule for completing this requirement. The proposed schedule requires approval by the division. The certificate is valid for up to one year and is not renewable.

Temporary Grade II Certification. An applicant for grade II certification who has not completed three semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- public library administration
- selection of all types of library materials
- organization of library materials
- provision of reference and information services

The applicant shall provide the division a written schedule for completing this requirement. The proposed schedule requires approval by the division. The certificate may be renewed annually, for a total coverage of up to three years, provided the applicant has completed at least two of the above four courses by the end of the second year.

Temporary Grade III Certification. An applicant for grade III certification who has not completed a basic library management course for public librarians approved by the division. The applicant shall provide the division a written schedule for completing this requirement. The proposed schedule requires approval by the division. The certificate is valid for up to one year and is not renewable.

Previous Certification. An applicant for certification who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period. The applicant must meet the basic requirements for initial regular certification at the appropriate grade level. An applicant who receives a temporary certificate under these conditions shall complete at least 20 contact hours of continuing education during the temporary certification period. The certificate is valid for up to one year and is not renewable. The applicant will be eligible for regular certification upon completion of the 20 contact hours of continuing education.

Provisional Certification

The Division for Libraries, Technology, and Community Learning may grant provisional certification at the appropriate grade level for a five-year period, and renewal every five years thereafter, to the following applicants, provided they continue to work at the same library and comply with continuing education requirements for recertification. Certificates are valid through the last day of the month in which they expire.

- a. An applicant who is employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library is located. Administrators of public libraries affected by a population increase will be notified by the division when the new federal decennial census figures are available, and the upgrade will be effective at that time.
- b. An applicant who was already employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of a public library system or a joint public library, or who was employed as the administrator for the public library in which she or he is currently employed for at least two years as of July 1, 1990.

Educational Equivalencies

In several sections of the *Wisconsin Administrative Code*, the Division for Libraries, Technology, and Community Learning is allowed discretion in determining equivalents for educational requirements. In general, judgment as to equivalencies will be handled on a case-by-case basis. The Council on Library and Network Development will be consulted as deemed necessary. The following guidelines will be used:

- a. Applicants with master's degrees from unaccredited library school programs and two years of successful library experience after graduation may be granted grade I certification at the discretion of the division.
- b. The following courses offered by the University of Wisconsin-Madison, School of Library and Information Studies, Continuing Education Services, although not offered for academic credit, are considered equivalent to comparable credit courses. They are currently offered via Educational Teleconference Network (ETN) and as correspondence courses.
 - Public Library Administration
 - Collection Development
 - Basic Reference
 - Basic Cataloging
- c. Colleges, universities, and other agencies wishing to have noncredit courses considered as equivalents to credit courses should submit course outlines and information for consideration to the Division for Libraries, Technology, and Community Learning.

Certification Renewal

Certification Renewal Requirements

Regular and provisional certificates are issued for five-year periods. They are valid through the last day of the month in which they expire. They may be renewed upon evidence which satisfies the Division for Libraries, Technology, and Community Learning that the holder has participated in continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession, and, in the case of provisional certificates, provided the applicant continues to work in the same library.

Requirements for certification renewal are based upon the accumulation of continuing education contact hours. Individuals holding regular and provisional certification at any grade level must accumulate 100 contact hours of continuing education in the five-year period prior to recertification. Contact hours may be granted for continuing education activities outside the fields of information, library, and media education (for example, management courses at a business school) if they are relevant to the present position or to career advancement.

A contact hour is 60 minutes of continuous participation in a learning activity. A learning activity must be a minimum of one contact hour. For continuing programs, when individual segments are less than 60 minutes, the sum of the segments may be considered one total program (e.g., four 30-minute presentations would equal 120 minutes and be counted as two contact hours). After the initial minimum of one contact hour is met, credit is granted for contact hours for programs involving fractions of an hour by rounding up to the next quarter hour. For example, a program lasting 1 hour and 50 minutes should be rounded to 2 hours.

To determine the number of contact hours for individual continuing education activities, consult the continuing education chart on page ten. Continuing education contact hours must be earned during the five-year period immediately preceding the renewal of the certificate. At least 70 hours must be earned in categories A and B, and no more than 30 may be earned in category C.

Certification Renewal Process

Individuals. Individual certificate holders are responsible for keeping records of continuing education activities on individual *Continuing Education Activity Report* forms, submitting copies of the *Continuing Education Activity Report* forms and *Annual Summation of Continuing Education Activities* forms to public library system validators, and applying for recertification to the Division for Libraries, Technology, and Community Learning. (See the appendices of this manual for the certification forms referred to.)

Individuals are expected to submit the *Continuing Education Activity Report* forms and *Annual Summation of Continuing Education Activities* forms **on an annual basis** to the public library system validators. Self-directed continuing education activities (Category C) must be preapproved by and developed in consultation with the system validator.

Public Library System Continuing Education Validators. Public library systems designate continuing education validators. Validators review and accept or reject the *Continuing Education Activity* forms and *Annual Summation* forms of continuing education participants. Validators

may, because of conflict of interest, defer validation to the division. Validators keep copies of *Annual Summation* forms for their files and return the originals to the certificate holders.

Division for Libraries, Technology, and Community Learning. The Division for Libraries, Technology, and Community Learning approves applications and issues individual public librarian certificates.

Continuing Education Activities for Recertification

Learning takes place in a variety of situations and circumstances, and librarians have many opportunities for formal and informal involvement in learning activities throughout their professional careers. **For the purposes of public librarian recertification, however, only those learning activities that are planned, coordinated, administered, and evaluated in terms of learning objectives qualify for recertification.**

Continuing library education for Wisconsin public librarian certification renewal is interpreted as education of the individual beyond the initial certification requirements. Continuing library education is required to

- keep librarians abreast of new knowledge and developments within their field,
- update their basic library-oriented education,
- enhance their job competence, or
- lead to specialization in a new area of librarianship.

Continuing education opportunities include both formal and informal learning situations and need not be limited to library subjects or the offerings of library education programs but must be related to the present position or to career advancement.

Continuing library education must have all of the following:

- learning objectives
- activities that are used to meet the objectives
- a process for evaluation to determine whether the learning objectives were met
- an instructor or learning consultant

Continuing Education Categories. Eligible continuing education activities are grouped into three categories as follows. Activities in these categories may be offered onsite or in a variety of other ways, such as via the Internet, the Educational Teleconference Network (ETN), satellite, and correspondence. *At least 70 of the 100 contact hours required for recertification must be earned in categories A and B. No more than 30 of the 100 contact hours required for recertification can be earned in category C.*

Category A: Credit Continuing Education Activities. This category includes all continuing education courses for which academic credit is awarded by a college or university approved by an accrediting association of more than statewide standing. In addition, courses determined by the division to be equivalent to courses offered for academic credit should be included in this category. These include the following Educational Teleconference Network (ETN) and correspondence courses offered by the University of Wisconsin-Madison, School of Library and Information Studies, Continuing Education Services:

- Public Library Administration (applicable toward grades II and III certification)
- Collection Development (applicable toward grades II and III certification)
- Basic Reference (applicable toward grades II and III certification)
- Basic Cataloging (applicable toward grades II and III certification)

Contact hours earned in Category A must be submitted with formal documentation from the sponsoring agency.

Category B: Noncredit Continuing Education Activities. This category includes activities for which no academic credit is awarded but which are **preplanned continuing education activities on specific topics offered by agencies, organizations and professional associations, and are planned, coordinated, administered, and evaluated in terms of learning objectives.**

Participants in activities in Category B must document their participation by submitting a *Continuing Education Activity Report* form that includes provider, title and description of program, date(s), location, and number of contact hours. Category B includes activities such as

- workshops, seminars, institutes, lectures
- state or national library association programs

Category C: Self-Directed Continuing Education Activities. This category includes self-directed continuing education activities for which no academic credit or equivalencies are awarded and which are not preplanned continuing education activities on specific topics offered by agencies, organizations and professional associations. The learning activities, however, must be planned, coordinated, administered, and evaluated in terms of learning objectives.

All activities in Category C must be preapproved by and developed in consultation with the system validator, who serves as the learning consultant for the activity. Determination of the number of contact hours to be awarded for activities in this category will be made by the participant's validator, based on actual hours of continuing education activities, but **not to exceed 10 contact hours awarded per learning activity.** Among the learning activities that **may** qualify if they meet the above conditions are

- Reviews of books in the field of library science or related to librarianship authored and published in the library/media-related field and read primarily by those in the profession.
- Review of books not in the field of library science and not related to librarianship (e.g., fiction books for youth or adults) authored and published in the library/media-

related field and read primarily by those in the profession (limited to one such review per five-year recertification period).

- Instruction (courses, workshops, seminars, presentations, poster sessions, conferences, programs) given to information, library, or media-related groups.
- Participation in professional library association activities of a significant nature, such as serving as chair or member of a major committee or as an officer in the association (e.g., serving on the WLA literary awards committee or as president)
- Listening to and/or viewing an audiotape or videotape of a workshop presentation or conference program. (If this is done as part of a group situation sponsored by an agency or organization and with organized discussion, it may qualify under category B above.)
- Exchange-of-position programs (learning in another library for a specified period).
- Internships for which no academic credit is awarded.
- Consultation or one-on-one instruction received.
- Publications (a book or a chapter thereof, a paper, or an article) authored and published in the library/media-related field and read primarily by those in the profession.

Participants in activities in Category C must document their participation by submitting a *Continuing Education Activity Report* form. In addition, a *Preapproval for Self-Directed Continuing Education Activity* form addressing the items listed below is required for all activities in Category C. The form must be signed by the system validator.

- Description of learning objective(s).
- Description of activities that will be used to meet the objective(s).
- Method for evaluating whether the learning objective(s) was met.

Learning Activities Not Eligible as Continuing Education Activities. Learning activities for which no academic credit is given, which are not planned, coordinated, administered, and evaluated in terms of learning objectives, and which are not designed to keep librarians abreast of new knowledge and developments within their field, update their basic library-oriented education, enhance their job competence, or lead to specialization in a new area of librarianship do not qualify as continuing education activities for purposes of public librarian recertification. Among the activities **not likely** to meet those criteria are the following:

- Business, committee, planning, and advisory meetings at the local library, system or state level.
- Training on regular library operations or procedures, such as training in routine use of the local automated system.
- Program planning meetings.
- Regular staff meetings.
- Orientation of new staff.
- Preparation of internal manuals and guides or other internal documents.
- Professional association activities which are routine in nature (e.g., serving on the WLA elections committee).

- Published reviews of books not in the field of library science and not related to librarianship (e.g., fiction books for youth or adults), after the first time an applicant has written such a review.
- Reading professional journals.

Contact Hours for Continuing Education Activities:

Category	Type of Activity	Unit of Measure	Contact Hours
A <i>(at least 70 contact hours must be earned in categories A and B)</i>	Credit Continuing Education Activities <i>(require formal documentation from sponsoring agency)</i>		
	Academic Courses	1 credit	15
	Semester Credit	1 credit	14
	Trimester Credit	1 credit	10
	Quarter Credit	60 minutes	1
B <i>(at least 70 contact hours must be earned in categories A and B)</i>	Noncredit Continuing Education Activities <i>(require written summaries)</i>		
	Workshops, Seminars, Institutes, Lecture Series	60 minutes	1
	State or National Library Association Conferences	1 day	6
		½ day	3
	Semester Audit	1 credit equivalent	15
C <i>(no more than 30 contact hours from category C can be applied to recertification requirements)</i>	Self-Directed Continuing Education Activities <i>(require preapproval by the system validator and written summaries)</i>		
	Other Learning Experiences <i>(see explanatory notes above)</i>	60 minutes	1
			<i>(not to exceed 10 contact hours per preapproved continuing education activity)</i>

Certification and Compliance with System Membership Requirements

Having a properly certified library director is one of the statutory membership requirements for belonging to a public library system (s. 43.15(4)(c)). Annually, each public library files with the Division for Libraries, Technology, and Community Learning, its public library system, and its governing body a completed *Public Library Annual Report* (DPI form PI-2401). This report

includes within it a listing of membership requirements and will request that compliance with the requirements be certified. The *Public Library System Annual Report* requires systems to certify public library member compliance with membership requirements. Certification of member county compliance is also required from the system. In addition, public librarian certification records are maintained by the Division for Libraries, Technology, and Community Learning.

In order for counties and public libraries to participate in, and receive the benefits of, the public library system state aid program, they must meet the membership requirements of s. 43.15(4). It is primarily the responsibility of the system to monitor membership and enforce compliance with statutory membership requirements. Systems, as well as librarians, are notified of necessary certification or recertification. If at any time a library does not have a certified library director, it is a noncomplying library, but it will be shown consideration if it is actively involved in the recruitment process for a director. A noncomplying library is not eligible to apply for or receive federal Library Services and Technology Act (LSTA) funds.

In cases where member libraries or counties are not in compliance, it is recommended that public library systems file a plan with the Division for Libraries, Technology, and Community Learning for correcting the noncompliance problem and notify each noncomplying library or county of the steps which will need to be taken to bring the library into compliance, along with a timetable for their implementation. System boards may withhold grant payments, reduce or eliminate system services, or expel noncomplying libraries or counties from the system. Before any formal system board action is taken, the library system must receive approval for the action from the Division for Libraries, Technology, and Community Learning.

Certification Appeals

Applicants to the Division for Libraries, Technology, and Community Learning for public librarian certification or certification renewal who are denied certification or recertification at the requested grade level may appeal the division's decision by filing a written request for a hearing with the Department of Public Instruction under the authority of ss. 227.01(3)(a) and 227.42, *Wis. Stats.*

System validators may seek the division's opinion for an interpretation of the certification manual regarding the validity of specific learning activities. Applicants for certification renewal may also request assistance from the division's continuing education consultant if questions arise over the validity of specific learning activities.

Appendix A

Chapter PI 6 Public Libraries

Unofficial text of Wisconsin Administrative Code.
(See printed volume for official text).

Subchapter I — General Provisions

PI 6.01 Purpose. This chapter sets forth requirements and grades of certification an individual must hold in order to be an administrator of a municipal, joint and county public library. In addition, this chapter sets requirements for public library systems and determines reimbursement rates for the costs of providing interlibrary borrowing services.

History: Cr Register, September, 1992, No 441, eff 10-1-92.

PI 6.02 Definitions. In this chapter:

(1) "Division" has the meaning given under s. 43.01 (2), Stats.

(2) "Public library system" has the meaning given under s. 43.01 (5), Stats.

History: Cr Register, October, 1990, No 418, eff 11-1-90, renum from PI 6.01, Register, September, 1992, No 441, eff 10-1-92.

Subchapter II — Public Librarian Certification

PI 6.03 Public librarian certification. (1) DEFINITIONS

In this section:

(a) "Administrator" means the head librarian or other person appointed by a library board under s. 43.58 (4), Stats., or by a library system board under s. 43.17 (4), Stats., to direct and administer the library or system.

(b) "County library" means a library created under s. 43.57, Stats.

(c) "Joint library" means a library created under s. 43.53, Stats.

(d) "Municipal library" means a library created under s. 43.52, Stats.

(e) "Population" means the population reported by the U.S. department of commerce, bureau of the census in the last federal decennial census.

(2) **GENERAL.** Administrators employed by a public library system, county library system or any municipal public library, except a library in a city of the first class, supported in whole or in part by public funds, shall hold certification as described in this section. Applications for librarian certification under this section shall be made in writing to the division.

(3) **REGULAR CERTIFICATION.** The following requirements and grades of certification are established:

(a) **Grade I.** 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of 6,000 or more and administrators of public library systems shall hold grade I certification.

2. Grade I certificates under this paragraph shall be granted for a 5-year period to applicants holding both a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing and a master's degree from a library school program accredited by the American library association.

3. Grade I certificates under this paragraph may be granted to an applicant holding a master's degree from an unaccredited library school program if the division is satisfied that the program

leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

(b) **Grade II.** 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county public library population of between 3,000 and 5,999 persons shall hold at least grade II certification.

2. Grade II certificates under this paragraph shall be granted for a 5-year period to applicants holding a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a. Public library administration
- b. Selection of all types of library materials
- c. Organization of library materials
- d. Provision of reference and information services

(c) **Grade III.** 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county public library population under 3,000 persons shall hold at least grade III certification.

2. Grade III certificates under this paragraph shall be granted for a 5-year period to applicants having earned 54 semester credits, half of which shall be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by the successful completion of a basic library management course for public librarians approved by the division.

(4) **CERTIFICATES ISSUED PRIOR TO JANUARY 1, 1995.** Grades I, II, and III certificates granted prior to January 1, 1995, under previous certification rules shall continue to be valid as long as the certificate holder continues to renew the certificate as required under sub. (5). Permanent certificates issued under certification rules in effect prior to May 1, 1979, shall continue to be valid.

(5) **CERTIFICATION RENEWAL.** Certificates under sub. (3) may be renewed upon evidence which satisfies the division that the holder has participated in continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession as follows:

(a) Individuals certified at grade levels I and II shall participate in 100 contact hours of continuing education in the 5 year period prior to recertification.

(b) 1. Except as specified under subd. 2., individuals certified at grade level III shall participate in 100 contact hours of continuing education in the 5 year period prior to recertification.

2. Except for individuals receiving provisional certification under sub. (7), individuals certified at grade level III after January 1, 1995, shall, prior to initial recertification, earn 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a. Selection of all types of library materials
- b. Organization of library materials

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c Provision of reference and information services.

3 After individuals under subd 2 have received initial recertification, all individuals shall meet the requirements for recertification as specified under subd 1.

(c) The public library system to which the library belongs or the division, when a public library does not belong to a public library system, shall assist in determination of requirements for continuing education and validate records submitted evidencing a renewal applicant's participation in continuing education under this subsection.

(6) **TEMPORARY CERTIFICATION.** The division may grant temporary certification at the appropriate grade levels. An applicant shall apply for temporary certification within 3 months of employment in order to be eligible for such certification. Temporary certification may be issued as follows:

(a) 1 To an applicant for grade I certification who meets the requirements under sub (3) (a) 2 but who has not completed a master's degree.

2 The applicant shall provide the division a written schedule for completing the requirements under subd 1.

3 The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4 The certificate under this paragraph is applicable for up to one year and is not renewable.

(b) 1 To an applicant for grade II certification who meets the requirements under sub (3) (b) 2 but who has not earned 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a Public library administration
- b Selection of all types of library materials
- c Organization of library materials
- d Provision of reference and information services

2 The applicant shall provide the division a written schedule for completing the requirements under subd 1.

3 The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4 The certificate under this paragraph shall be renewed on an annual basis for up to 3 years, provided the applicant has completed at least 2 of the above 4 courses specified under subd 1 by the end of the second year. The certificate is not renewable after 3 years.

(c) 1 To an applicant for grade III certification who meets the requirements under sub (3) (c) 2 but who has not completed a basic library management course for public librarians approved by the division.

2 The applicant shall provide the division a written schedule for completing the requirements under subd 1.

3 The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4 The certificate under this paragraph is applicable for up to one year and is not renewable.

(d) 1 To an applicant for certification who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period.

2 The applicant shall meet the basic requirements for initial certification under sub (3) at the appropriate grade level.

3 An applicant who receives a temporary certificate under this paragraph shall complete at least 20 contact hours of continuing education under sub (5) (intro) during the temporary certification period.

4 The certificate under this paragraph is applicable for up to one year and is not renewable.

5 The applicant will be eligible for certification under sub (3) upon completion of the 20 contact hours of continuing education as described under sub (5) (intro).

(7) **PROVISIONAL CERTIFICATION.** The division may grant provisional certification at the appropriate grade level for a 5-year period to the following applicants provided they continue to work at the same library and comply with sub (5):

(a) An applicant who was employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library he or she is employed at is located.

Note: Administrators of public libraries affected by a population increase will be notified by the division when the new population figures are available and certification at the appropriate grade level will be effective at that time.

(b) An applicant who was employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of the public library system or a joint public library.

History: Emerg. eff. 1-26-72, r. emerg. rule and cr. Register, April, 1972, No. 196, eff. 5-1-72; am. (2), Register August, 1973, No. 212, eff. 9-1-73; r. and recr. Register, April, 1979, No. 280, eff. 5-1-79; r. (1) (b), cr. (1) (b) to (d), am. (3) (a) to (d) and (5), r. and recr. (6), Register October, 1990, No. 418, eff. 11-1-90; cr. (1) (e) and (7), am. (3) (a) to (d), (4), (5) (intro.), (b), (d) and (6) (b), r. and recr. (6) (a), Register January, 1994, No. 457, eff. 2-1-94; am. (2), (4), (5) (intro.), (a) and (b), r. (3) (a) 1., (b) 1., (c) 1., (d) and (5) (c) to (e), renum. (3) (a) 2. to 4. to be (3) (a) 1. to 3. and am., renum. (3) (b) 2. and 3. to be (3) (b) 1. and 2. and am., renum. (3) (c) 2. to be (3) (c) 1. and am., renum. (5) (f) to be (5) (c), r. and recr. (6) and (7), Register, May, 2000, No. 533, eff. 6-1-00.

Appendix B

Historical Highlights of Wisconsin Public Librarian Certification

1921

With the active support of the Wisconsin Library Association, the Wisconsin legislature passes the first public librarian certification law in the nation.

1923

The new certification law goes into effect. It is administered by an independent State Library Certification Board.

1965

The Wisconsin Library Commission becomes a part of the Department of Instruction. Public librarian certification becomes a responsibility of the new Division for Library Services, with the assistance of an advisory council.

1979

All new public librarian certificates are granted for a five-year period. Recertification requires continuing education. All certificates issued before 1979 are considered permanent certificates.

1980

The *Wisconsin Recertification Manual for Public Librarians* is published. It provides guidelines for acceptable continuing education activities based on the recommendations of a committee.

The Council on Library and Network Development is established, with the responsibility to advise the State Superintendent of Public Instruction on public librarian certification.

1982

Administrators of public libraries located in communities with a population of less than 2000 are required to hold a Grade IV certificate.

1986

Employment of a properly certified administrator becomes a requirement for a public library to participate in a public library system.

1995

Grade IV certificates are eliminated. Administrators of public libraries located in communities with a population of less than 3000 are required to hold a Grade III certificate.

2000

A distinction is established between provisional and temporary certification, and provisional certificates become renewable every 5 years instead of annually. The required number of contact hours for continuing education is made the same for all grade levels. Library directors eligible for temporary certification must apply within three months of employment.

Appendix C

Library Board Responsibilities and Certification

Public library boards are required to hire administrators who are currently either appropriately certified or eligible for certification. An "administrator" of a library or system is, according to administrative rules, the head librarian or other person appointed by the board of the library or system to direct and administer the library or system. Often the terms "library administrator," "library director," and "head librarian" are used interchangeably.

Library boards recruiting for directors should specify as a required qualification eligibility for a Wisconsin regular or temporary public librarian certificate appropriate to the library's municipal, joint municipal, or county population. The employment contract and/or letter of appointment should specify that as a condition of employment the director employed will obtain and maintain the appropriate certification.

A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements, but not all of the library education requirements for the grade level. Temporary certificates are valid for only a limited time period before they must be replaced with regular certificates. An uncertified new library director must apply for a temporary certificate within three months of the date of hire.

It is not the intent of the certification law that the various grade levels of certification be used by individual library boards either as conditions of employment for positions other than the library director or as requirements for advancement within an organization.

The Division for Libraries, Technology, and Community Learning recommends that libraries budget sufficient annual funds for the continuing education needed to maintain the library director's certification and improve his/her knowledge. Not only is payment of certification fees recommended, but also paid leave time and payment for other expenses to pursue needed continuing education.



Wisconsin Department of Public Instruction
**PUBLIC LIBRARIAN CERTIFICATION
APPLICATION**
PI-2450 (Rev. 6-00)

INSTRUCTIONS: Complete this form, enclose the necessary attachments, and submit to:

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARIES, TECHNOLOGY, AND COMMUNITY LEARNING
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707-7841**

I. GENERAL

Name Last, First, Middle		Previous Last Name If Applicable	Social Security No.*
Mailing Address Street, City, State, ZIP ☐ Home ☐ Library		Telephone Area/No.	Email Address
Current Position ☐ Director ☐ Other Specify	Library Where Currently Employed		Public Library System

II. TYPE OF CERTIFICATION REQUESTED

Grade Level Requested Check One ☐ Grade I ☐ Grade II ☐ Grade III	Type of Certification Check One ☐ Initial If Initial, date hired: ☐ Renewal If Renewal, expiration date of current certification:
Type of Certification Check One ☐ Regular ☐ Provisional If provisional, reasons for provisional (check one below): ☐ Temporary ☐ Applicant is employed as the administrator for a public library in which he or she was originally certified at the correct grade level but is no longer properly certified due to the population growth of the jurisdiction involved. ☐ Applicant was already employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of a public library system or a joint public library, or was employed as the administrator for the public library in which he or she is currently employed for at least two years as of July 1, 1990.	

III. EDUCATION

General Education Check Highest Level Attained ☐ 54 semester hours, half of which are in the liberal arts and sciences ☐ Bachelor's degree ☐ Master's degree in library science ☐ Other Explain	Library Education Applicants for Grades II and III Only, Check All Courses Completed ☐ Basic Library Management ☐ Organization of Library Materials ☐ Public Library Administration ☐ Reference and Information Services ☐ Selection of all Types of Materials
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IV. ATTACHMENTS

Check attachments enclosed, as appropriate

Initial Regular or Provisional Certification Check One ☐ Copy of diploma signifying master's degree in library science, or statement to that effect from registrar or other authorized officer ☐ Copy of diploma signifying bachelor's degree, and official transcripts indicating courses completed ☐ Copy of official transcripts indicating courses completed	Renewal of Regular or Provisional Certification Check One For Grade III Initial Regular Recertification Only ☐ Official transcripts indicating courses completed by the end of the 5-year period prior to the initial recertification For all Other Certification Renewals ☐ Annual Summation of Continuing Education Activities (PI-2454) form
Initial Temporary Certification ☐ Schedule for completion of certification course requirements Renewal of Temporary Certification Grade II Only ☐ Copy of official transcripts indicating courses completed	Fees Check One This is a nonrefundable fee to cover handling costs. ☐ \$60 Grades I and II, Regular or Provisional Certification ☐ \$40 Grade III, Regular or Provisional Certification ☐ \$12 Grades I and II, Temporary Certification ☐ \$8 Grade III, Temporary Certification

V. SIGNATURE

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.	
Applicant Signature	Date Signed

FOR DPI USE

Recommendations

*Social Security Number is used solely for validation purposes and will not be released without written permission.



Wisconsin Department of Public Instruction
CONTINUING EDUCATION ACTIVITY REPORT
PI-2453 (Rev. 6-00)

INSTRUCTIONS: Complete and submit annually to Validator along with the Annual Summation of Continuing Education Activities, PI-2454. Refer to the *Certification Manual for Wisconsin Public Library Directors* for assistance.

Name Last, First, Middle

Mailing Address Street, City, State, Zip

I. CONTINUING EDUCATION ACTIVITY DESCRIPTION

Title of Program

Description of Program

Relationship of Program to Present Position or Career Advancement

Activity Dates		Location	Total Contact Hours
From	To		

Provider if applicable

Category Check and attach written summary where applicable

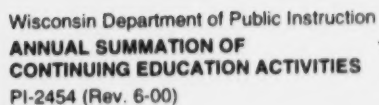
- ☐ A. Credit Continuing Education (attach formal documentation from the sponsoring agency)
- ☐ B. Noncredit Continuing Education
- ☐ C. Self-directed Continuing Education (attach a written summary as outlined in the manual and approval from the validator)

II. SIGNATURE

I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.

Signature of Participant

Date Mo./Day/Yr.



INSTRUCTIONS: Complete and submit annually to Validator. Retain form as evidence of continuing education for five-year recertification.

Name Last, First, Middle

Mailing Address *Street, City, State, Zip*

Certification Expiration Date	
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I. CONTINUING EDUCATION ACTIVITY LIST

Provider and Title of Program	Inclusive Dates	Category (A, B, or C)	No. of Contact Hours	Yes	Validated No	Pending

II. SIGNATURE

I HEREBY CERTIFY that the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Validator

Date *Mo./Day/Yr.*



Wisconsin Department of Public Instruction
PREAPPROVAL FOR SELF-DIRECTED CONTINUING EDUCATION ACTIVITY
PI-2451 (New 06-00)

INSTRUCTIONS: Complete and submit to system validator for approval and signature before commencing the activity. Refer to the *Certification Manual for Wisconsin Public Library Directors* for assistance.

Name *Last, First, Middle*

Mailing Address *Street, City, State, Zip*

I. PLAN FOR SELF-DIRECTED CONTINUING EDUCATION ACTIVITY

1. Type of Self-Directed Continuing Education Activity (e.g., publication, book review, consultation; see *Certification Manual for Wisconsin Public Library Directors*, pages 8-9)

Please provide the following, continuing onto the back of this sheet if necessary. The responses should follow the numbering sequence of the items.

2. Description of Learning Objective(s)
3. Description of Specific Activities that Will be Used to Meet the Objective(s)
4. Method for Evaluating Whether the Learning Objective(s) Was Met

Activity Dates <i>Mo./Day/Yr.</i> From : To	Location	Total Anticipated Contact Hours
--	----------	---------------------------------

Name of System Validator with Whom the Activity was Planned

II. SIGNATURES

I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.

Signature of Participant

Date *Mo./Day/Yr.*

I HEREBY CERTIFY that this self-directed continuing education activity was preapproved by and developed in consultation with me.

Signature of Validator

Date *Mo./Day/Yr.*